

## 4.18 Employee Training and Qualification

No.	Primary Target	GPG	ISO 9001	Question	Y	N	Comments
1	Auditee	3410.2C	4.18	Has each employee's training and qualification requirements been documented in Section III of the Employee Performance Communication System (EPCS) form, and is the form located in the Employee Performance File? (See Positions with Required Training table).			
2	Auditee	3410.2C	4.18	Was the employee appointed or reassigned to his/her current position on or after January 4, 1999?			
3	Auditee	3410.2C	4.18	If you answered YES to #2, has Form GSFC 17-112: REQUIRED ON-THE-JOB TRAINING been completed and is the form located in the Employee Performance File?			
4	Auditee	3410.2C	4.18	If you answered NO to #2, is there a completed EPCS rating form that documents "Meets Expectations" performance by the employee (as evidence that required OJT has been mastered), and is the form located in the Employee Performance File?			
5	Auditee	3410.2C	4.18	Is the employee's training that (a) is required to occupy his/her current position (refer to Announcement 99-31), and (b) has been completed, documented in the NASA Training and Development System (NTDS)? (The Office of Human Resources will be sending copies of NTDS records to the supervisors of employees whose positions have required training).			

Code audited: \_\_\_\_\_ Date: \_\_\_\_\_

This is above and beyond your normal audit process but please fill out the above checklist for each of the Codes audited and return a copy by email ([dwolford@pop100.gsfc.nasa.gov](mailto:dwolford@pop100.gsfc.nasa.gov)) or hardcopy to Don Wolford, Code 114, Bldg. 1, Rm. 129, phone: 6-9236, as soon as your audit of the organization is complete.

Were NCRs generated because of Training? Y/N \_\_\_\_\_ If Yes, how many? \_\_\_\_\_